

**CONFIDENTIAL**

4 JUN 1964

OPERATIONS REVIEW REPORT

FOR: Acting Director of Logistics

SUBJECT: Processing of Requisitions for Services and Repairs

REFERENCE: Memorandum to the Executive Officer, OL, from the Chief, Procurement Division, OL, same subject as above, dated 26 May 1964 (OL 4 3569)

GENERAL

1. We have reviewed in detail the proposals submitted in the reference and their implications to the divisions concerned.

DISCUSSION

2. At present, the procedure for handling repair and service requisitions in Supply Division is no different, through the point of distribution to the "action block," from handling requisitions involving property. Twelve steps or separate actions are involved in  Depot counting as one action distribution of the 20 copies of the requisition which is reproduced at the Depot. Of these 20 copies, seven plus the master go into the Depot files immediately and eight copies are forwarded to Procurement Division where the substantive work on the requisition actually takes place.
3. When the eight copies of the requisition reach the Support and Control Staff, Procurement Division, one is routed to the Chief, Procurement Division, one is routed to the branch chief concerned, and six are routed to the action section (usually the General Procurement Section of the General Products Branch). The chief of the action section then notes on one of the six copies which procurement officer of the section is handling the

25X1

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

OL 4 3569-a

**CONFIDENTIAL**

**SUBJECT: Processing of Requisitions for Services and Repairs**

requisition and forwards this copy back to the Chief, Support and Control Staff. The Support and Control log book is posted, and this copy of the requisition is destroyed. The other five copies of the requisition remain in the file in the action section until work on the requisition is completed. The file is then returned to the Support and Control Staff.

4. We find that the above procedure is followed in the case of some 1,450 repair and service requisitions per year, viz:
  - a. Recurring repair and service contracts (FY 1964) -- 312
  - b. Routine requisitions, approximately 1,100 per year of which roughly 80 to 85 percent are confirming
5. In our opinion, reproduction of service and repair requisitions can be reduced from the present 20 copies to four or five copies, with distribution as follows:
  - a. Three to the action section.
  - b. Two to the originator of the requisition.
6. We note that the Chief, General Procurement Section, is exploring the possibility of using a multipurpose requisition and procurement document which will combine several existing forms and processes and effect still further economies in repair and service procurement operations. We commend the forward thinking this evidences.

**CONCLUSIONS**

7. Implementation of the proposed procedures contained in the reference will:
  - a. Reduce handling of the subject actions by about 70 percent.
  - b. Reduce the processing time for procurement action by at least one day.
  - c. Reduce the number of files now maintained on the subject actions by 50 percent within the Office of Logistics.

**CONFIDENTIAL**

~~CONFIDENTIAL~~

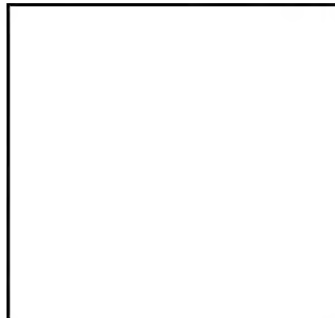
SUBJECT: Processing of Requisitions for Services and Repairs

- d. Reduce the reproduction and processing of copies from 20 to five copies.
- e. Place a minimal increase in the workload of the Procurement Division (daily average of less than six documents requiring numbering, reproduction and distribution).

RECOMMENDATIONS

8. We recommend that:

- a. Requisitions of a service type not involving property accountability be routed directly from the customer to the Procurement Division for action.
- b. The Procurement Division issue the necessary instructions to the customers as proposed in Attachment B to the reference.
- c. The revised procedures be effected 1 July 1964.
- d. The Procurement Division continue to explore the feasibility of using a multipurpose form to combine the requisition and purchase document for service and repair type actions.
- e. The Procurement Division implement the above within its present personnel ceiling.



Enclosure:  
Reference

25X1

~~CONFIDENTIAL~~

**CONFIDENTIAL**

**SUBJECT: Processing of Requisitions for Services and Repairs**

**APPROVED:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Acting Director of Logistics

25X1

**Distribution:**

- Orig. - OL/PD, w/ref.
- 1 - OL Files (Official),  
w/cy ref.
- ~~1 - OL/SD, w/cy ref.~~ *AMS*
- 2 - OL/EO, w/cy ref.
- 1 - OL/EO/ORS, w/cy ref.
- 1 - D/L Chrono, w/c ref.

OL/EO/ORS/ [ ] (3 June 64)

25X1

**CONFIDENTIAL**

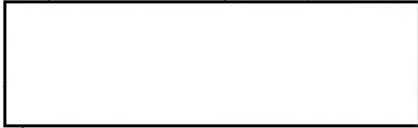
25X1

Approved For Release 2002/07/10 : CIA-RDP78-04782A000200020011-6

Approved For Release 2002/07/10 : CIA-RDP78-04782A000200020011-6

2 to 3: (Cont'd)

To the contrary, we have learned from our two years experience in taking directly the requisitions for R&D work that there are numerous additional administrative actions involved such as editing and reviewing; ensuring that funds cited are proper and have been certified; contact with issuing office for additional facts; determining that approvals were made by authorized personnel, ad infinitum. Therefore, I must reiterate the statement in my memorandum of 26 May that I cannot concur in the transfer of the additional workload without transfer of at least one employee for that purpose. I want to add that while the grade 4 or 5 employee previously referred to will be able to do the reproduction function, he will not be capable of performing the administrative actions cited above; therefore, should it be a matter of preference, I would rather not have the additional employee and leaving the handling of these "six" requisitions unchanged.

  
Chief, Procurement Division/OL

25X1

ILLEGIB

